

Memo

To: All Investigators

From: OLAC Vet Staff

Date: 2/19/21

Re: Animal Health Reports and Cayuse Communications

Thank you for using a Google Group listserv to receive health reports from OLAC through our new Cayuse software. Some technical issues have been identified, and this memo is intended to address them and ensure successful communication involving animal health checks.

Actions for optimizing email communication between OLAC veterinary staff and labs using **Google Group** listservs for animal health reporting:

ACTION	RESULT
Add no-reply@esirius.cayuse.com as a member and set to "no email" on the subscription line	Allows the new animal management software to post emails from the system to listservs
Under Settings - General <ul style="list-style-type: none">● Set <u>Who can post</u> to "Entire organization" (ie berkeley.edu addresses)● Set Who can view to "Members Only"	Allows veterinary staff to post emails to listservs but still limits viewing to listserv members
Under Settings - Posting Policies <ul style="list-style-type: none">● Update Who can moderate and Message Moderation appropriately● If they are having someone moderating content and that person goes away, they should temporarily choose No moderation or Set Who can Moderate Content to "Group members"	For moderated listservs, allows members to see posts when the usual moderators are unavailable to approve posts and prevents communication delays.

Instructions for responding to health reports remain the same:

- Please read the health report and any veterinary recommendations provided in the eSirius/Cayuse email.
- If a Researcher would like to consult the Vet Staff, the Researcher must **forward** the Health Report **notification email** to OLAC_vetstaff@berkeley.edu This will provide OLAC the HR# and animal info for reference.

Your patience as we continue our transition to the Cayuse system is appreciated!